

*29 Sub*

ROUTING AND TRANSMITTAL SLIP		Date
		19 JUNE 1989
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF FINANCIAL MANAGEMENT		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

FYI

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT- R	Agency/Post)	Room No.—Bldg.
ROYAL E. ELMENDORF, ADDA		Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

U.S. GPO: 1988 - 201-759

EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

DD/A REGISTRY  
FILE: BUD-6-AR

ER 89-2451

Executive Secretary  
16 Jun '89

Date

3637 (10-81)

*BUD-6*

ISSUE DATE: June 5, 1989  
CLOSING DATE: July 14, 1989

ANNOUNCEMENT NUMBER:

OMB-89-73-AR

DELEGATED EXAMINING UNIT FOR THE  
U.S. OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION

DDA/REG  
LOGGED

# VACANCY ANNOUNCEMENT

ER 89-2451

**Title, Series, Grade, & Salary:****Vacancy Location:**

Budget Information  
Management Specialist  
GS-560-9/13

Office of Management and Budget  
Budget Review Division  
Central Budget Management Branch

Full Performance Level: GS-15

**AREA OF CONSIDERATION:** Open.

**STATUS APPLICANT:** Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the agency's Merit Promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement, must submit two SF-171's. Mark one application "Merit Promotion" and the other "Delegated Examining".

**DUTIES:** Compiles, analyzes and coordinates technical material used to prepare the President's Budget and to construct and evaluate alternative budget proposals. Tracks and analyzes congressional action on the Budget, the Congressional Budget Resolution and Appropriations. Develops and coordinates the implementation of solutions to budget data needs for the Budget Review and other Divisions. Directs the development, consolidation and review of a variety of data for alternative budget proposals. Works with Program Divisions to insure intradivision coordination of analytical efforts.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience which is in or directly related to the work of the position to be filled. To meet the specialized experience requirement for this position, applicants should have demonstrated: (1) ability to analyze complex public policy issues; (2) ability to work with financial data; (3) effective oral and written communication  
(over)

**HOW TO APPLY:** Send SF-171, Application for Federal Employment, OPM Form 1170, a written narrative summary of your experience and/or education on a separate sheet which concisely addresses each of the ranking factors, (and 10-point veteran preference proof, SF-15, Application for 10-point Veteran Preference, if applicable).

**WHERE TO APPLY:**

Executive Office of the President  
Office of Administration, Personnel Division  
New Executive Office Building, Room 4013  
Washington, D.C. 20503

APPLICATIONS MUST BE POSTMARKED BY CLOSING DATE.

APPLICATIONS WILL NOT BE RETURNED.

Relocation expenses will not be paid to the applicant selected.

RMVAC15.DOC(a)/cgm

All applicants for Federal employment receive consideration without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor.

OA FORM 11A  
1984

skills, including public presentations; (4) facility in maintaining effective working relations with a wide range of contacts in and out of government; (5) judgment and discretion in handling sensitive matters; (6) initiative and ability to sustain independent work effort; and (7) ability to work under intense time pressure.

**SELECTIVE FACTOR:**

1. Experience with Federal agency budget preparation and computer decision support systems.

**FACTORS CONSIDERED IN EVALUATING QUALIFIED CANDIDATES:**

1. Knowledge of and work experience in budget preparation and execution.
2. Knowledge of or work experience in computer systems applications.
3. Evidence of superior analytical and technical ability.
4. Demonstrated effective oral and written communication skills.
5. Ability to work independently, to adjust to rapidly shifting priorities, and to function effectively in high pressure situations.